

A temporary promotion cannot be processed by the CPOC until this statement has been signed by the employee.

TEMPORARY PROMOTION STATEMENT

1. I have been fully informed of the reasons for this temporary promotion. I understand the duration is not to exceed 120 days; that it may be terminated at any time during the same period if my services are no longer needed at the higher grade; that I will return to my former position when the period of temporary promotion expires; and that the grade/salary of this action will not be used to determine the highest previous grade and/or salary in any future action. Upon expiration of the temporary promotion, my salary will be adjusted to include a within grade increase if one became due during this period.
2. I understand that the temporary promotion cannot be effected until my eligibility has been verified by the CPOC upon receipt of the Request for Personnel Action. The RPA# is _____.
3. Based on the above conditions, I accept this temporary promotion.

(Date)

(Employee Signature)

(Print Employee Name)

(Date)

(Supervisor Signature)

(Print Supervisor Name)

DISTRIBUTION:

Original – Supervisor
Copy – Employee